

ADMINISTRATIVE - INTERNAL USE ONLY

17 JAN 1975

**MEMORANDUM FOR: Chief, Contract Personnel Division  
Chief, Special Activities Staff**

**SUBJECT : Office of Personnel Monitoring  
Responsibility**

STATINTL

1. The Agency regulation pertaining to [ ] requires that the Office of Personnel will effect and monitor each such conversion if the approval to remain employed was contingent upon the requirement that the employee convert to contract status.

STATINTL

2. The Chief, Contract Personnel Division is responsible for effecting the conversion and the Chief, Special Activities Staff will assume responsibility for the monitoring in accordance with HR [ ]

STATINTL

(S) F. W. M. Janney

**F. W. M. Janney  
Director of Personnel**

**Distribution:**

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STATINTL

OD/Pers/[ ] jmm (17 Jan 75)